

Position Description



Position Title	Principal Workforce Planner
Position No	00067605
Delegation Level	005
Job Designation	Adviser
Organisational Unit	People Planning Remuneration, Resourcing & OD
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	SM Workforce Strategy, Insights & Plan

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Develop evidence-based workforce predictions to improve decision making, and lead the development, implementation and continuous improvement of workforce planning for Queensland Rail.

Position Responsibilities

1. A highly developed ability to build rapport with stakeholders, influence and negotiate in order to achieve an optimum outcome or solutions and develop actions to meet short, medium and long-term workforce objectives.
2. Partner with key stakeholders across business groups to conduct workforce planning, identify workforce risks and opportunities and to ensure the effective provision of resources and capabilities to deliver on business goals and objectives.
3. Leverage integrated planning and workforce information to enable business groups and project teams to understand workforce implications resulting from changes in demand and supply at a tactical and strategic level.
4. Develop, maintain and continually improve workforce planning frameworks and tools to ensure consistency and rigour in workforce planning across the business.
5. Support workforce planning and organisational development in collaboration with other specialist HR functional areas, through the provision of support tools and specialist advice.
6. Contribute to Queensland Rail's operational targets, objectives, performance measures, safety responsibilities and continually seek to business performance improvement initiatives.

Additional Factors

The appointee will be required to :-

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- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of interpersonal, consultation and negotiation skills to build and sustain productive relationships and partnerships with varying stakeholder groups.
2. High level of analytical ability to understand workforce data to make it meaningful and relevant for evidence based decision-making.
3. Extensive knowledge of contemporary organisational development and workforce planning.
4. High level of skill in the development and implementation of workforce planning frameworks, strategies and implementation plans.
5. Well-developed leadership capability in a large and complex organisation, focused on building a customer focused, performance based culture.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.